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Scott Walker  
*Governor*

Donald P. Dunbar  
*Adjutant General*



## ***HS Regional SCIP Councils/Coordinators 2015***

### **Grant Announcement**

**Applications must be submitted through  
Egrants on or before November 30, 2015**



## **STATE OF WISCONSIN**

### **DEPARTMENT OF MILITARY AFFAIRS**

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**SCOTT WALKER**  
GOVERNOR

**DONALD P. DUNBAR**  
ADJUTANT GENERAL

### Important Contact Information for this Grant Opportunity:

Program/Policy:	Shannon Ladwig (608) 242-3231 <a href="mailto:Shannon.ladwig@wisconsin.gov">Shannon.ladwig@wisconsin.gov</a>
Budget/Fiscal:	Deb Hughes (608) 242-3236 <a href="mailto:deborah.hughes@wisconsin.gov">deborah.hughes@wisconsin.gov</a>
Egrants Assistance:	Weekdays, 7:30am – 4:00pm Email: <a href="mailto:WEMEgrants@wisconsin.gov">WEMEgrants@wisconsin.gov</a> Telephone: (608) 242-3236

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website:

<https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

## **Grant Announcement Summary**

**Grant Title:** HS Regional SCIP Councils/Coordinator 2015

**Description:** These grant funds will support the re-structured three Regional Interoperability Coordinators (RICs) with their continued efforts to implement interoperable communications projects that will improve public safety voice and data communications across all disciplines of government, addresses local concerns, and unique regional circumstances, while also adhering to the strategies and tactics adopted in Wisconsin's Statewide Communications Interoperability Plan (SCIP).

**Opportunity Category:** Limited Eligibility

**Important Dates:**

Application Due Date: November 30, 2015

Project Start Date: January 1, 2016

Project End Date: December 31, 2016

**Anticipated Funding Amount:** \$110,000 has been allocated by the Funding Advisory Committee (FAC). The three eligible applicants may apply for the maximum of \$36,666 each.

**Match/Cost Sharing Requirement:** None

**Eligibility:** The following sub-grantees are the only eligible applicants to apply for this grant opportunity; this program is in its seventh year utilizing FY 08 through FY10 Interoperable Emergency Communications Grant Program (IECGP) and FY11 through FY15 Homeland Security Grant Program (HSGP). Due to the extensive knowledge base necessary, and grant deliverables within a specified performance period, it is vital that the program grantees maintain the contracts they have with existing staff/contractors for this project.

- Calumet County
- City of Milwaukee
- Northeast Wisconsin Regional Planning Commission

**DUNS Number:** The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

**WEM cannot award grant funds until an active DUNS number is provided.**

**Eligible Expenses:** Funding may be used for personnel, employee benefits, travel and training, supplies and operating expenses, and consultants and contractual as identified in the budget detail section.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

## ***HS Regional SCIP Councils/Coordinators 2015***

### **Program Description**

WEM will provide grant funds for the re-structured Regional Interoperability Coordinators (RICs), who serve as the interoperable point of contact within their regions. The RICs assist locals with implementation of the Statewide Communication Interoperability Plan (SCIP), facilitate regional interoperability council meetings, and coordinate the implementation of communications interoperability project within their designated regions.

### **Submit Applications Using Egrants**

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/accountmanagement/> and complete the 'self registration' process

Authorization to access Egrants can take several days depending on registration activity. The WEM help desk is open Monday-Friday 7:30am-4pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the WEM website:

<https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>.

### **Application Components**

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Shannon Ladwig at (608) 242-33231 or at [shannon.ladwig@wisconsin.gov](mailto:shannon.ladwig@wisconsin.gov)

#### **1. Main Summary**

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]”

Responses to this section will be used on the WEM website, cited in WEM reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

## **2. Approval Checklist**

Answer Yes, No, or N/A (not applicable) to each question.

## **3. Performance Measures**

Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

## **4. Budget Detail**

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Personnel: Provide salary information for non-contractual employees that will be funded through this grant, including overtime. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Only personnel costs of the agency applying for the grant funds should be included under “personnel.”

Employee Benefits: Employee benefits for grant-funded personnel include FICA, Unemployment Compensation, Health Insurance, etc. and amounts budgeted should be based on actual known costs or an established formula. Employee benefits are for the personnel listed in the budget and only for the percentage of time devoted to the project. Employee benefits on overtime hours are limited to FICA, Workers’ Compensation, and Unemployment Compensation.

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$82/night (\$90/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.); \$7/breaks

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under “Contractual.”)

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, and software. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/mo x 12 months = \$1,800.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly or daily fee (8 hour day); and estimated time on the project. Consultant fees in excess of \$450 per 8 hour day require additional justification (contact WEM). List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g., travel, lodging, meals, etc.). Show the basis of computation for each service requested. Within 30 days of grant award date, a signed contract must be received by WEM. No fund reimbursements will be made prior to receipt of the contract.

## **5. Required Attachments**

To attach a document to your Egrants application you must type “See Attached” in the text box to enable the document attachment tool.

If available at time of application attach the document that correlates to your grant budget to your application in this section, if not available this information will be collected prior to reimbursement.

- ☐ Positions funded by this grant must have a position description. Submit the position description and name of employee in Egrants budget section.
- ☐ If hiring an independent consultant or contractor, submit a contract detailing job specifications and deliverables and name of the contractor in Egrants budget section.

## **Application Review and Award Criteria**

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

## **Post-Award Special Conditions/Reporting Requirements**

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements.

1. Activities within this grant will comply with the SCIP Implementation Group charter, its plan of work and the reporting relationships specified therein.
2. Councils and coordinators are to serve and remain active through the entire grant period.

3. These funds support personnel for a limited term project to be completed during the grant period, and are not intended to support long-term staffing needs.
4. If not attached at time of application, a copy of the contract must be submitted to DMA. If hiring an independent consultant or contractor, submit a contract detailing job specifications and deliverables. Upload the contract into Egrants in the Project Document Attachments within the Monitoring Section.
5. If not attached at time of application, upload a copy of the position description for the positions funded by this grant. Upload the documents into Egrants in the Project Document Attachments within the Monitoring Section.
6. This funding is intended to support activities and deliverables as outlined in the grant application, and associated project proposal documents submitted to DMA, and the Regional SCIP Coordinators Performance Measures Matrix 2016. Activities other those expressly detailed in the grant are not allowable without prior approval from DMA Program Manager.
7. Regional SCIP implementation coordinator reporting will include the following activities:
  - Documentation of regional council meetings to include but not limited to; plans, meeting agendas, meeting summaries/minutes and other work product created by the council will be uploaded into Egrants Program Report.
  - Efforts towards informing and educating local stakeholders about but not limited to; Wisconsin Interoperable System for Communications (WISCOM), Communications Assets and Survey Mapping (CASM), Interagency Fire Emergency Radio Network (IFERN), and the RCALL, program.
  - Documentation as first point of contact with potential new WISCOM users, relay this information onto WEM, and DOJ points of contact.
  - Upload into Egrants Program Report, the Regional SCIP Coordinators Performance Measures Matrix 2016 which, was created by the three RICs, and state partner during the October 2015 meeting.
  - RCALL logs will be uploaded into Egrants Program Report.
  - Completed communication plans including but not limited to; 217A, 205, TICP, and frequency sharing will be uploaded into Egrants Program Report.
8. This project will be subject to continuing program evaluation by DMA to measure progress, which may include the use of a survey tool or other assessment methodologies. The subgrantee agrees to participate in this evaluation effort and provide any information required.
9. All grant funds are dispersed on a reimbursement basis, upon submission of proper G-2 forms, invoices with supporting documentation, and in addition through quarterly program reports the WEM program manager will be provided copies of all matters related to this initiative.



## **Additional Resources**

Additional information about Wisconsin Emergency Management and resources to assist with Egrants is available as follows:

- Wisconsin Emergency Management website: <http://emergencymanagement.wi.gov/>
- A helpful Egrants User Guide is posted on the Egrants page of the WEM website.  
<https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>
- It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.

Email: [WEMEgrants@wisconsin.gov](mailto:WEMEgrants@wisconsin.gov)

Telephone: (608) 242-3236